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Reasons to Choose Central Carolina



1. Tomorrow's Jobs

Studies show that 65% of tomorrow's jobs will require post-secondary education or training beyond a high school diploma, but less than a four-year degree. CCTC is here to provide just that.

2. Small Class Sizes and Personal Attention

With an average class size of less than 20 students, you'll be assured of individual attention in an environment focused on career-centered learning. From our admissions staff to student support services to faculty and other staff, we're all working to make your path from enrollment to graduation as smooth as possible.

3. Educational Value and Financial Assistance

You CAN afford college. Our low tuition cost combined with a wide variety of accessible financial aid options makes CCTC one of the best educational values around. In fact, based on the increase in your earning potential as a graduate of the college, you can't afford not to continue your education.

4. Traditions of Success

94% of our graduates have successfully found jobs in their chosen career field or have continued their education through transfer opportunities. Be a part of that tradition.

5. University Transfer

Enroll in our University Transfer programs and find a path to a four-year degree. Our smaller class sizes, lower tuition cost, and flexible course schedules make us an excellent choice for completing much of your first two years of a bachelor's degree right here at home. Many of our courses transfer to public four-year colleges throughout the state and the Southeast.

A background image of a computer lab or library. Several students are seated at long tables, working on desktop computers. A female instructor is standing and assisting a student. The room is filled with bookshelves in the background.

6. In Touch with Area Employers

We are constantly in touch with area employers – from hospitals to heavy industry – to make sure we understand exactly what they need from our graduates today and into the future.

7. Education When and Where It's Convenient for You

Classes are taught in seven locations across the four-county area in day, evening, night and Saturday time slots. You can even complete many courses, or entire programs of study, through distance and online course alternatives.

8. Top-Quality Faculty Committed to the Student

Our faculty is the foundation upon which we've built our institution. Their expertise, training, and commitment speak for themselves. Here, you'll find personal attention focused on your success as a student.

9. Bridge to USC

Under a new agreement with The University of South Carolina in Columbia, students gain conditional acceptance to USC-Columbia contingent upon successful completion of our Bridge Program.

10. Learning Technology at Work for You

As a pioneer in distance learning and the utilization of instructional technology, CCTC has millions of dollars invested in state-of-the-art simulation labs, instructional computer systems, distance learning equipment and other technologies to both help you succeed as a student and to prepare you for the job market.

Student Services

Through a vast array of services offered, Central Carolina seeks to support its students in their quest for success. Whether you're preparing for the next phase of your career or for the steps in your higher education pursuits, Central Carolina Technical College is here to be your partner in learning.

Academic Advising

Prior to the first semester, a new student should make an appointment to meet with his/her assigned advisor or an admissions counselor to plan a class schedule and discuss program requirements. Each semester thereafter, a student should make an advisement appointment by signing up on the posted appointment sheet located outside his/her assigned advisor's office.

Disability Resources

Central Carolina Technical College, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is responsive to the needs of students with disabilities. There are wheelchair entrances to each building on campus, as well as special parking accommodations and restroom facilities. If you require assistance, contact the Disability Services Coordinator for an appointment.



Special Populations Program

This federally funded program provides assistance for the following: individuals with disabilities; individuals from disadvantaged families; single parents; single pregnant women; displaced homemakers; individuals with other barriers to education including those with limited English proficiency; books, child care, and transportation assistance may be provided to qualified students.

Financial Aid

The most common reason students give for not coming to college is they believe they cannot afford college. However, most students have more than one financial aid option available. The mission of the Financial Aid Office at Central Carolina Technical College is to provide access and choice to students who, without such assistance, would not be able to attend an institution of higher learning. Financial Aid is available to all eligible students regardless of sex, race, color, national origin, or disability.

Career Services

The ability of Central Carolina Technical College graduates to enter and hold related employment is one of the most important indicators of the college's success. To help facilitate the transition of students and graduates from the classroom into the world of work, Central Carolina's Career Services is active on several fronts, including: maintaining connections with businesses and industries; providing services and workshops that address realistic job market issues; providing job related counseling that effectively enables students to prepare resumes, complete job applications, conduct meaningful job searches, interview for employment and understand employment responsibilities; and providing information about employment opportunities and internships.

Tutoring Center

The Tutoring Services Center is open to all students enrolled in a course at the college. Tutoring is currently available in the following subject areas: Accounting, Biology, English, Computer Technology, and Math. Our goal is to provide academic support to the students of Central Carolina Technical College to improve student academic success and program completion.

Student Activities and Organizations

At Central Carolina Technical College, we want you to have the benefit of receiving a first-class college education. We realize that many lessons you will learn will not be restricted to a physical classroom. Consider the advantages of participating in any of our outstanding student clubs and organizations. You will be proud

of the opportunities for professional growth and leadership that these student organizations afford.

TRiO SSS

The TRiO Student Support Services program is in place to increase college retention, graduation and transfer rates of students who meet federal educational or income level guidelines or who are individually diagnosed with a disability. To fulfill this mission, TRiO provides academic support services to all participants who are willing to commit themselves to the requirements of the TRiO SSS program.

Veterans' Benefits

Central Carolina Technical College is approved by the State Approving Agency for training service persons, veterans, dependents, and reservists under Title 38, U. S. Code for the following VA educational benefits: VEAP (Chapter 32); New GI Bill - Active Duty Educational Assistance Program (Chapter 30); New GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606); Survivors and Dependents (Chapter 35); Chapter 1607 REAP - Provides Educational Assistance to U.S. Armed Forces Reserve ; Vocational Rehabilitation (Chapter 31); and Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33).

Bookstore

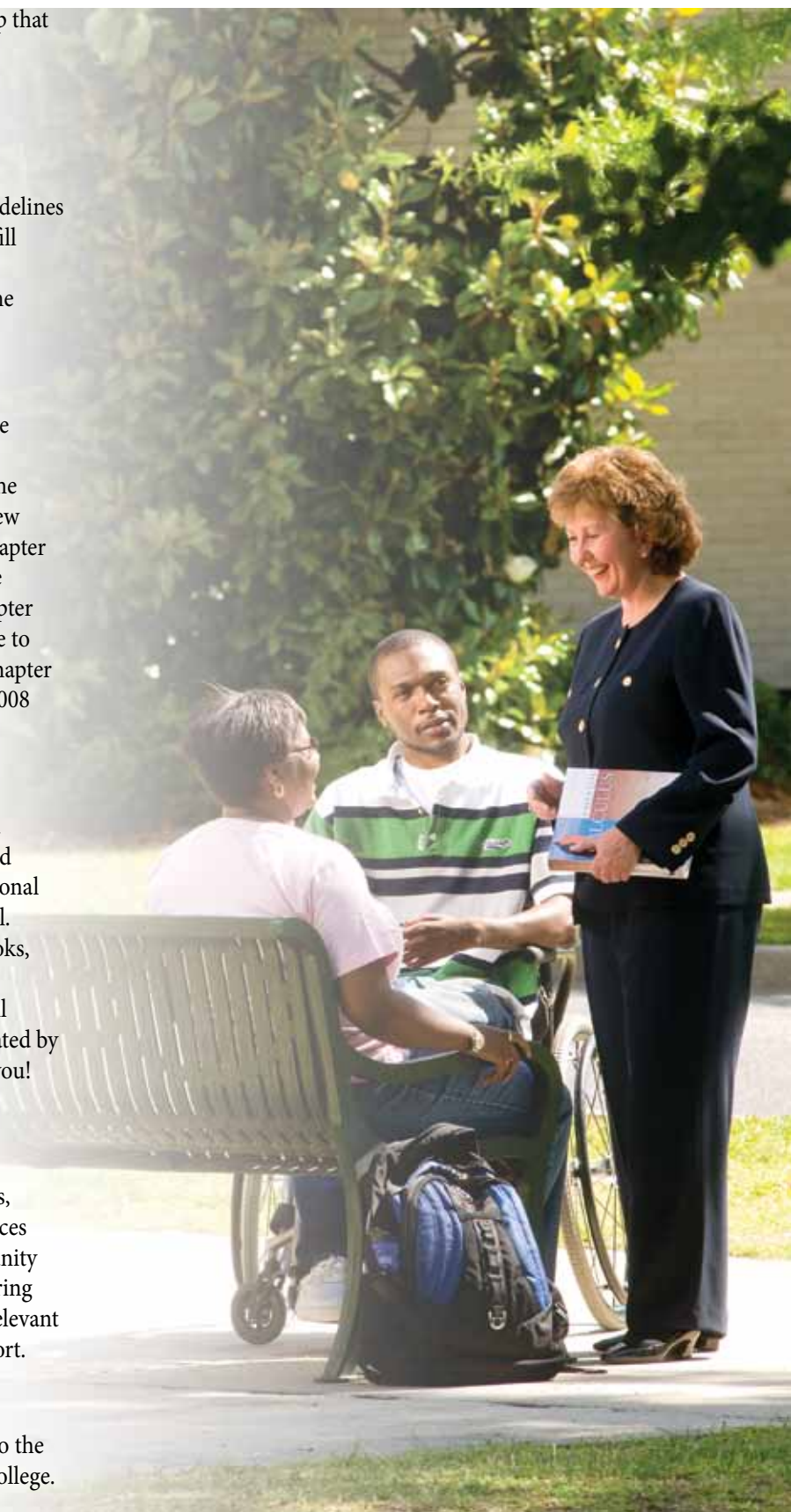
The Central Carolina Technical College bookstore, located in the student canteen, serves the students, faculty, staff and surrounding community by providing textbooks, instructional materials, school supplies, gift items and imprinted apparel. Inventory items include general and medical reference books, study helps, trade books, art supplies, back packs, greeting cards and other merchandise that contributes to the overall educational experience. The bookstore is owned and operated by Central Carolina Technical College and is proud to serve you!

Library

Our Library, located on both floors of Building M500 on Central Carolina Technical College's Sumter Main Campus, extends resources far beyond our physical walls. Our services and holdings ensure that students, faculty, and the community are always in reach of quality information. Whether gathering resources in the Library or via the Internet, you can find relevant information and access to librarians for services and support.

User Support Services

User Support Services seeks to provide technical support to the students, faculty and staff of Central Carolina Technical College.



How to Enroll

The admissions process at Central Carolina is easy to follow. Various activities are required, and staff are willing to answer questions and provide guidance. The College encourages students to visit the campus, meet the faculty and staff, and tour the facilities.

Twelve Easy Steps

Step 1: Entrance Requirements

Take the College's placement test, submit acceptable SAT or ACT scores, or provide acceptable college transcripts. The ASSET or COMPASS placement test may be taken at Central Carolina Technical College or another postsecondary institution. Test scores and/or transcripts

can be emailed to admissions@cctech.edu or faxed to Admissions and Counseling Services at 803-778-6696.

Step 2: Application

An admissions application can be downloaded from the College's website. Submit your completed application online or by mailing or faxing it to Admissions and Counseling Services. Fax: 803-778-6696



Step 3: Official Transcripts

Request an official high school or GED transcript be sent to Admissions and Counseling Services.

Step 4: Admission Interview

Meet with an admissions counselor to review test scores and/or college transcripts and discuss a program of study. This meeting can occur in person, by phone, or by email. If you require

accommodations, please contact the Disability Services Counselor at 803-778-7871.

Step 5: Financial Aid

Apply for financial aid online at www.fafsa.ed.gov. Financial assistance available includes grants, loans, scholarships, and South Carolina Lottery Tuition Assistance. If you have questions regarding your FAFSA, you may contact Financial Aid by phone at 803-778-7831 or email financialaid@cctech.edu. Supporting documentation may be faxed to Financial Aid if necessary (Fax: 803-778-6696). Students who may be eligible for Veterans' Affairs benefits should go to <http://www.cctech.edu/military.htm> for more information.

Step 6: Advisement and Registration

After you have been admitted to the College, you will receive your myCCTC user name and password. Through this account, you will be able to access your student information and register for classes. This is also how you will receive your Admissions Acceptance Letter. Please remember that you should contact your academic advisor prior to registration for guidance in selecting the right courses.

Step 7: New Student Orientation

Be sure to attend New Student Orientation to learn more about the College's Services and how to become a successful student.

Step 8: Tuition Payment

Your tuition can be paid in person, by mailing a check to the cashier, by phone using a credit card or online. If you are using financial aid, you should contact the cashier to ensure that your tuition has been paid.

Step 9: Book Purchase

Purchase your books in the Central

Carolina Technical College Bookstore located in Bldg. M100 in the Student Center. The semester booklist can be viewed on the College's website at www.cctech.edu/catalog.asp

Step 10: Student ID and Parking

If you need to visit the College's campus to access services such as the library, testing center, computer labs, etc., you will need a College ID. You will also need to register your vehicle. This can be completed in Bldg. M300.

Step 11: Classes Begin

Once you have completed the application, admission, and registration process, it is time to attend classes!

Step 12: Graduation

Once you have completed the coursework necessary for graduation, you should complete a Program Completion Application. This form can be obtained from Student Records.



Time to Complete Programs

Program	Completion Level	Credit Hours
University Transfer Programs		
Associate in Arts Degree	University Transfer	62
Associate in Science Degree	University Transfer	61
Business and Computer Technology		
Accounting	Associate Degree	69
Administrative Office Technology	Associate Degree	69
Accounting Specialist	Certificate	27
Administrative Support	Diploma	42
Computer Technology	Associate Degree	72
Computer Specialist	Certificate	39
End User Support	Certificate	24
Information Processing	Certificate	33
Internetworking	Certificate	18
Management	Associate Degree	69
Public Service		
Criminal Justice Technology	Associate Degree	69
Early Care and Education	Associate Degree	63
Early Childhood Development	Diploma	42
Early Childhood Development	Certificate	27
Gerontology	Certificate	20
Human Services	Associate Degree	63
Human Services	Certificate	33
Infant and Toddler Care	Certificate	18
Paralegal	Associate Degree	69
Environmental and Natural Resources		
Environmental Engineering Technology	Associate Degree	60
Environmental, Health, and Safety	Certificate	18
Natural Resources Management	Associate Degree	63
Water Operator	Certificate	18
Wastewater Operator	Certificate	18
Health Sciences		
Emergency Medical Technician	Certificate	9
Massage Therapy	Certificate	36
Medical Assisting	Diploma	50
Medical Record Coding	Certificate	39
Nursing	Associate in Nursing Degree	68
Nursing	Practical Nurse	48
Pharmacy Technician	Certificate	32
Phlebotomy	Certificate	30
Surgical Technology	Diploma	49
Industrial and Engineering Technology		
Automotive Diagnostic Technology	Certificate	36
Automotive Technology	Certificate	39
Advanced Air Conditioning and Heating	Certificate	19
Basic Air Conditioning and Heating	Certificate	36
Engineering Graphics Technology	Associate Degree	66
Basic Machining and CNC Fundamentals	Certificate	36
Advanced Mechatronics Technology	Certificate	27
Basic Mechatronics Technology	Certificate	39
Pipe Welding	Advanced Certificate	31
Welding	Certificate	36



University Transfer and Bridge Programs

- ▶ Associate in Arts Degree
- ▶ Associate in Science Degree
- ▶ USC Bridge

University Transfer - Associate in Arts & Associate in

The University Transfer Programs are specifically designed for students whose goal is a baccalaureate degree. The Associate in Arts and Associate in Science degree programs enable students to complete the first two years of college or university work in an affordable, flexible, close-to-home environment conducive to success. University transfer courses are designed to be accepted at South Carolina public four-year colleges and universities. Some private institutions and out-of-state colleges and universities also accept course work.

With the assistance of an academic advisor at Central Carolina Technical College, students should plan their academic programs to meet the requirements of the college or university to which they desire to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina meet the senior institution's requirements for the desired four-year degree.

Associate Degree in Arts (A.A.)

The Associate in Arts (A.A.) Degree program is designed for students who wish to enter fields related to the arts, humanities, or social sciences. Related areas of emphasis include elementary education, secondary education, business education, physical education, recreation, English, foreign languages, business administration, public administration, geography, history, international studies, law, political science, psychology, counseling, social work, sociology, journalism, speech, and/or theater.

Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of students to plan a program of study to meet the requirements of the college to which the student expects to transfer. It is strongly recommended that students consult the

college/university to which they plan to transfer to ensure that courses taken at Central Carolina meet the senior institution's requirements for the desired four-year degree. Informed academic advisors are available to assist students.

The length of time required to complete a University Transfer Program is dependent

upon the number of courses in which the student enrolls each semester. See Statewide Articulation Agreement: Technical College Courses Transferable to Public Senior Institutions in the General Information section of the college's catalog. For more information, go to www.sctrac.org.



Science

Associate Degree in Science (A.S.)

The Associate in Science (A.S.) Degree program emphasizes mathematics and natural and physical sciences and is designed for students who wish to enter fields related to mathematics or the sciences. Areas of emphasis include secondary education, and/or professional areas of health, medicine, engineering, business, and computer science.

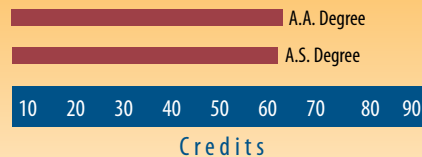
Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of the students to plan a program of study to meet the

requirements of the college to which they expect to transfer. It is strongly recommended students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina meet the senior institution's requirements for the desired four-year degree. Informed academic advisors are available to assist students.

The length of time required to complete a University Transfer Program is dependent upon the number of courses in which the student enrolls each semester. See Statewide Articulation Agreement: Technical College Courses Transferable to Public Senior Institutions in the General Information section of the college's catalog and visit the following website: www.sctrac.org.

University Transfer

Credit Hours to Complete



USC Bridge

Central Carolina Technical College (CCTC) and the University of South Carolina signed an agreement expanding some of the university's most successful student programs to CCTC students who plan to transfer to USC's Columbia campus. This Bridge Program makes transitions from CCTC to USC as seamless as possible and increases the success of transfer students once they're enrolled at the Columbia campus.

The University of South Carolina and CCTC will identify and contact students who are eligible for and who may benefit from the Bridge Program. Participating students will have access to a variety of services from USC's admissions, housing and financial aid offices, the Career Center and the Student Success Center.

Bridge Program participants will benefit from an array of services that will improve their transitions from CCTC to the

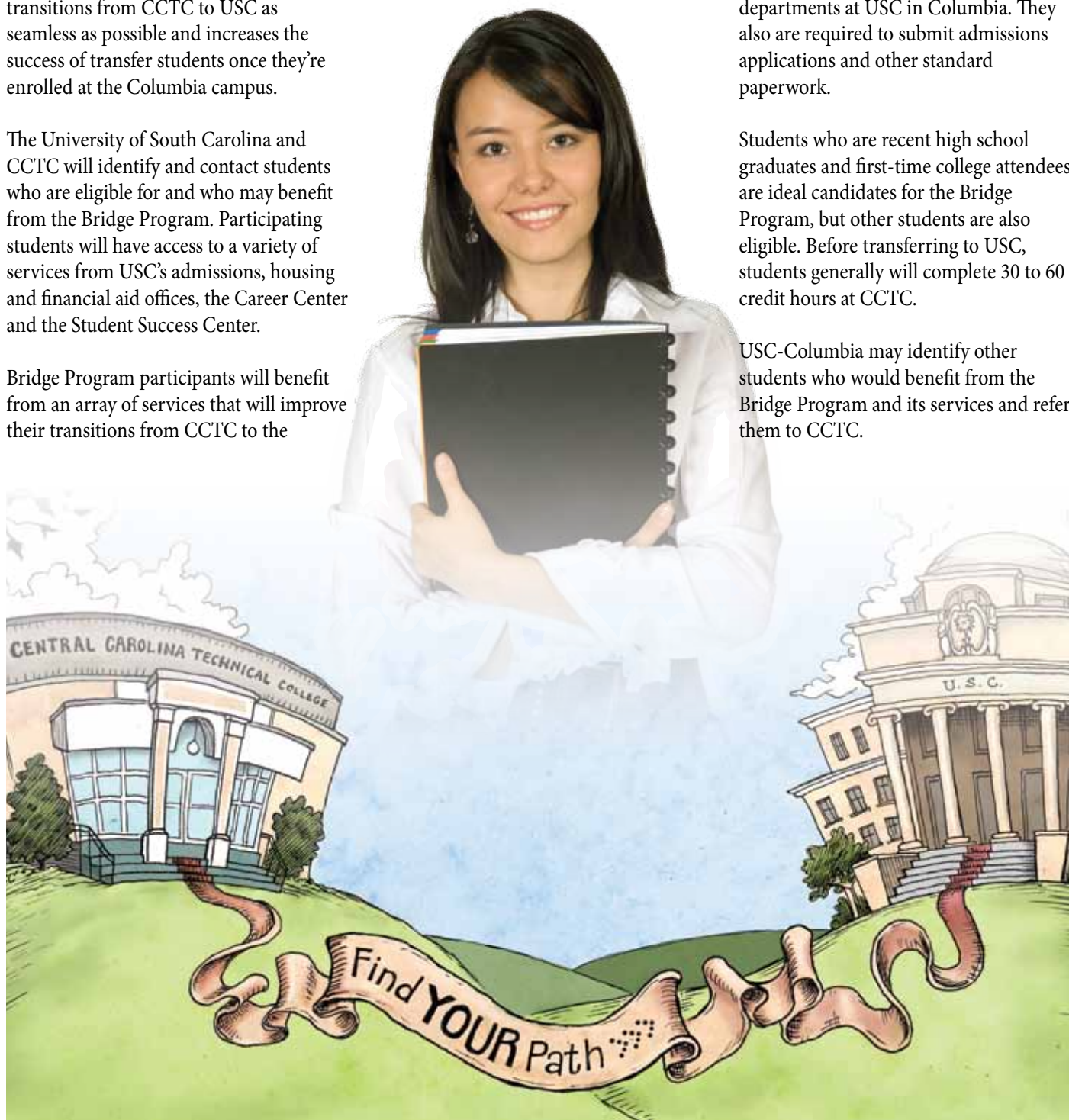
University of South Carolina. Some of these services include:

- admissions counseling
- financial aid counseling
- assistance from student mentors
- special events

While the Bridge Program will enhance eligible students' transitions to USC in Columbia, it's important to keep in mind the program does not offer special admissions consideration to students. All transfer students must meet the requirements set forth by academic departments at USC in Columbia. They also are required to submit admissions applications and other standard paperwork.

Students who are recent high school graduates and first-time college attendees are ideal candidates for the Bridge Program, but other students are also eligible. Before transferring to USC, students generally will complete 30 to 60 credit hours at CCTC.

USC-Columbia may identify other students who would benefit from the Bridge Program and its services and refer them to CCTC.





Business & Computer Technology Careers

▶ Accounting

Accounting Associate Degree

Accounting Specialist Certificate

▶ Administrative Office Technology

Administrative Office Technology Associate Degree

Administrative Support Diploma

Information Processing Certificate

▶ Computer Technology

Computer Technology Associate Degree

Computer Specialist Certificate

End User Support Certificate

Internetworking Cisco Certificate

▶ Management

Management Associate Degree

Accounting

About the Career

Accountants, bookkeepers and auditors prepare, analyze and verify financial reports to help decision-makers maintain the financial health of their organization. The career has four major accounting fields: public, management, government and internal auditing. The specific job duties vary widely for each field.

Public accountants perform a broad range of accounting, auditing, tax and consulting activities for clients such as corporations, governments, nonprofit organizations or individuals. Some specialize in areas like forensic accounting and auditing. Management accountants record and analyze the financial information of the companies for which they work. Within accounting departments, they may work in areas including financial analysis, planning, budgeting and cost accounting. Public sector accountants are employed at various levels by federal, state, and local governments. Internal auditors verify the accuracy of their organization's records and check for mismanagement, waste or fraud. There are many types of highly specialized auditors, such as

electronic data processing, environmental, engineering, legal, insurance premium, bank and healthcare auditors.

Certified accounting specialists often enter into positions such as accounts receivable clerk, accounts payable clerk and payroll clerk. Some specialists prepare basic income tax forms, reconcile bank statements and assist senior accountants with advanced financial reporting. An accounting specialist often develops the skills to work in more advanced positions. Technical skills may include totaling, balancing, and reconciling billing vouchers; ensuring completeness and accuracy of account data; and, coding documents according to company policy.

While many positions support standard workday hours of 8 am-5 pm, there can be overtime during peak season. Employment opportunities for accountants and auditors are expected to grow faster than average for all other occupations due to the importance and complexity of financial management for all types of businesses.

cost accounting and taxes so students can tailor their education to meet their individual career goals.

Accounting Specialist Certificate

The Certificate in Accounting Specialist program prepares students for entry-level clerical accounting positions. Students who complete the Certificate in Accounting Specialist program attain the skills to compete in highly technical and rapidly changing business environments. Students learn basic accounting theory and practice hands-on applications of accounting skills. Students develop a basic understanding of accounting functions in tax procedures and payroll accounting.

The Certificate in Accounting Specialist program curriculum includes management, business communication and computer software skills training using popular, up-to-date business software. The Certificate in Accounting Specialist program provides a broad introduction to the accounting field and all courses can be applied toward the Associate Degree in Accounting program.

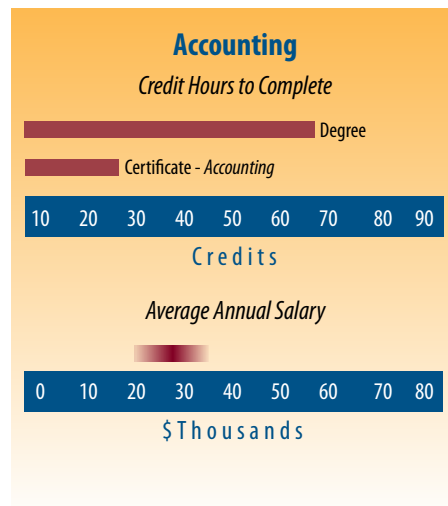
For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

About the Programs

Accounting Associate Degree

The Associate Degree in Accounting program prepares students for entry-level accounting positions. Students who complete the Associate Degree in Accounting program attain the skills to compete in highly technical and rapidly changing business environments.

Students learn basic accounting theory and practice hands-on applications of accounting skills. The program prepares students to systematically prepare, interpret and present financial data. Advanced students will develop more technical expertise in a variety of areas such as payroll accounting,



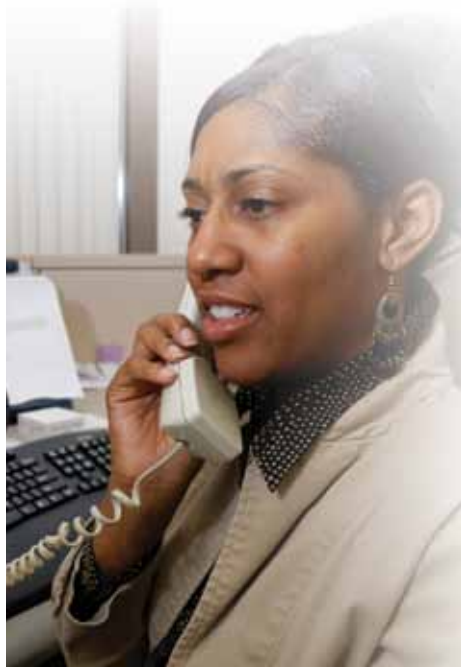
Administrative Office Technology

About the Career

The office professional's career has evolved dramatically in recent years, and many of today's administrative assistants have responsibilities that were previously reserved for managerial or professional staff.

In today's businesses, the duties of an administrative assistant can include coordination of administrative activities, new employee training, office technology maintenance and troubleshooting, online research as well as storing, retrieving, integrating and distributing information. Office professionals frequently use computers to create spreadsheets, compose correspondence, manage databases, and edit and design web pages. Many also use desktop publishing and digital graphics to create reports and documents.

Administrative assistant is one of the most popular occupations in the U.S. economy and is a position included in most global business environments.



About the Programs

Administrative Office Technology Associate Degree

The Associate Degree in Administrative Office Technology program prepares graduates for administrative professional positions in electronic office environments. Graduates of this program are qualified for a variety of administrative professional positions in a dynamic global business environment.

The Associate Degree in Administrative Office Technology program teaches a wide range of skills including: keyboarding and input technologies; word processing; spreadsheet creation and use; database management applications; desktop publishing; web page design; presentation graphics; accounting; effective communication and customer service; and office management skills. Some courses utilize Microsoft Office Specialist (MOS) course materials. Graduates are encouraged to obtain MOS certification.

Administrative Support Diploma

The Diploma in Administrative Support program prepares graduates for administrative professional positions in electronic office environments. Graduates of this program are qualified for a variety of administrative professional positions in any global business environment.

Students who complete the Diploma in the Administrative Support program develop competitive skills in the following areas: keyboarding and input technologies; word processing; spreadsheet creation and use; database management applications; desktop publishing; web page design; and, effective communication and customer service. All courses in the Diploma in Administrative Support program may be applied toward the Administrative Office Technology degree program. Some program courses

utilize Microsoft Office Specialist (MOS) course materials. Graduates are encouraged to obtain MOS certification.

Information Processing Certificate

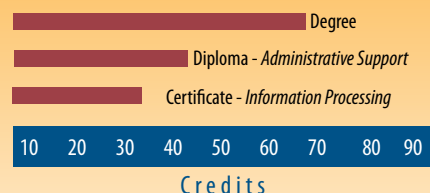
The Certificate in Information Processing program prepares graduates for entry-level administrative professional positions in electronic office environments. Graduates of this program are qualified for a variety of administrative professional positions in any global business environment.

Students who complete the Certificate in Information Processing program develop a wide range of skills in the following areas: keyboarding and input technologies; word processing; spreadsheet creation and use; database management applications; web page design; and, effective communication and customer service. All courses in the Certificate in Information Processing program can be applied toward the Associate Degree in Administrative Office Technology program. Some program courses utilize Microsoft Office Specialist (MOS) course materials. Graduates are encouraged to obtain MOS certification.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

Administrative Office Technology

Credit Hours to Complete



Credits

Average Annual Salary



\$ Thousands

Computer Technology

About the Career

The majority of today's businesses and organizations rely on computers and information technology to share and store information. IT hardware, software and systems require highly trained workers to maintain and monitor them or to design, develop or modify documents using microcomputer application software.

The field of computer technology has created a range of positions from programmers to systems technicians. Career opportunities include computer operator, hardware/software technician, application programmer, programmer/analyst, network technician, network administrator, applications specialist, web specialist, end-user support technician, network/LAN manager, WAN technician or help-desk specialist.

Communications and network professionals work in service industries, insurance and financial services firms, government agencies and within manufacturing. Earning additional vendor certifications — which some employers require — can enhance employment opportunities and qualify applicants for specialized positions. Because technology changes rapidly, computer and IT

professionals must continue to enhance the latest skills.

Computer and IT personnel usually work closely with others including help desk support, project management teams and system users. Computer personnel often work in computer labs or offices and in some cases may be required to travel or be “on call” outside of standard business hours to resolve IT problems.

About the Programs

Computer Technology Associate Degree

The Associate Degree in Computer Technology program provides students with the opportunity to learn the necessary skills to use state-of-the-art computer systems to solve business and information systems related problems.

The program focuses on problem-solving and decision-making using microcomputers and associated

technology. The curriculum includes advanced courses in the areas of programming, web development and networking. These advanced courses allow students to choose a specific career path in the information systems field.

Computer Specialist Certificate

The Certificate in Computer Specialist program provides the entry-level skills required for a career in microcomputer operations and support services. The program develops or broadens students' knowledge of microcomputer software applications, operating systems, programming, data and Internet communications.

All courses in the Certificate in Computer Specialist program may be applied toward the Associate Degree in Computer Technology program.

End User Support Certificate

The Certificate in End User Support program provides the skills and experience required of technical



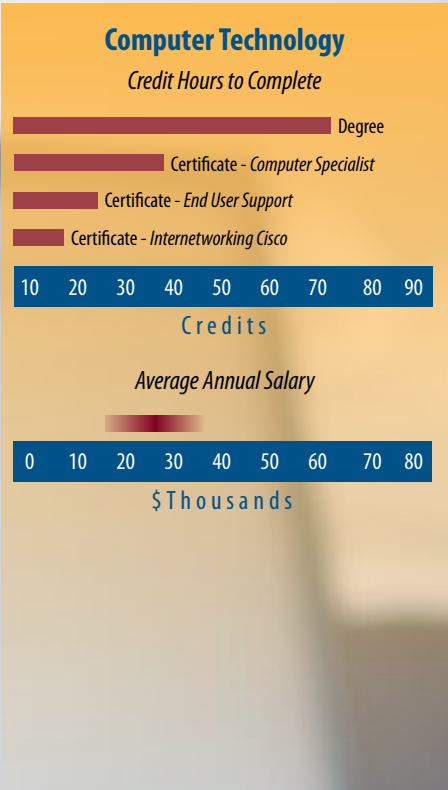
support services professionals for end users in business or other enterprise settings. Students learn how to utilize communication, technical and customer service skills within a work environment. Students who complete the program learn key help desk procedures including: troubleshooting, end user training and tracking, solving and documenting service calls. All courses in the Certificate in End User Support program may be applied toward the Associate Degree in Computer Technology program.

Internetworking Cisco Certificate

The Certificate in Internetworking Cisco program prepares individuals to build and maintain a local area network (LAN) and wide area network (WAN). The curriculum provides students with real-world, hands-on experience in working with modern global information

networks. Students learn by doing as they design and build LANs and WANs. The program is based on the Cisco Networking Academy Program and prepares students for the Cisco Certified Networking Associate (CCNA) exam. All courses in the Certificate in Internetworking Cisco program may be applied toward the Associate Degree in Computer Technology program.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Management

About the Career

Managers provide leadership for businesses and organizations. In their day-to-day duties they work closely with others, including assigned staff and executive leadership in a broad array of environments from manufacturing to administrative. Managers rely on support staff to complete assignments effectively, on time and up to corporate quality standards.

Managers can lead small project based teams while others lead large groups of staff members. Although many manager positions call for general responsibilities within organizations, some employers have unique job duties or require specialized skills specific to an industry such as human resources, marketing, office administration, sales or retail.

While competition can be difficult for manager-level positions, certain traits and work styles are helpful for candidates. Most businesses prefer managers who exhibit leadership, professionalism and team building skills as well as the ability to multitask, organize, communicate effectively, and utilize up-to-date technology.

About the Program

Management Associate Degree

The Associate Degree in Management program prepares students for supervisory positions in fields such as accounting, human resources, banking and business administration.

The curriculum incorporates and sharpens core skills of communication, human behavior, ethics, problem solving, mathematics, science and technology

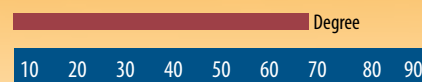
literacy. In addition, students are introduced to critical business topics such as accounting, economics, finance and information processing technology.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Management

Credit Hours to Complete



Credits

Average Annual Salary





Public Service Careers

▶ Criminal Justice Technology

Criminal Justice Technology *Associate Degree*

▶ Early Care and Education

Early Care and Education *Associate Degree*

Early Childhood Development *Diploma*

Early Childhood Development *Certificate*

Infant and Toddler Care *Certificate*

▶ Human Services

Human Services *Associate Degree*

Human Services *Certificate*

Gerontology *Certificate*

▶ Paralegal

Paralegal *Associate Degree*

Criminal Justice Technology

About the Career

Most people depend on law enforcement and criminal justice professionals. Whether protecting safety, property or individual rights, these professionals work in both public and private settings. In most jurisdictions, they are expected to exercise their authority when necessary, even if they are off duty.

Individuals interested in the areas of law enforcement, criminology, sociology, political science, psychology or social work often gravitate to criminal justice careers. A career can include employment with municipal, county and state law enforcement agencies and court systems; industrial or retail security; social service agencies; juvenile justice; correctional agencies; and court systems.

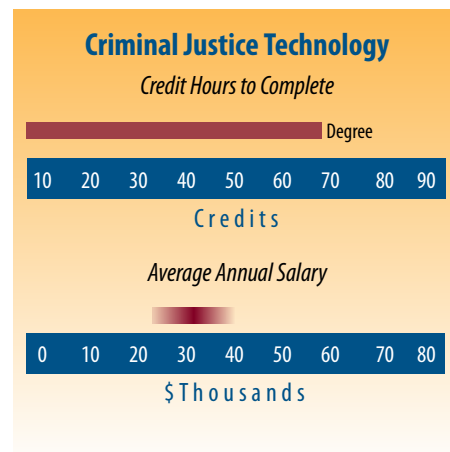
Some professional criminal justice careers can involve working nontraditional hours, rotating shifts, at night or on weekends. Certain positions may require the carrying of and use of a firearm. Other positions within the field require advanced academy-level training.

About the Program

Criminal Justice Technology Associate Degree

The Associate Degree in Criminal Justice Technology program provides a broad understanding of crime from causes to prevention to its effect on human behavior. The program helps in-service students improve their professional qualifications and new students as they prepare for employment with criminal justice agencies.

Students learn about the legal system, and the organization and conduct of criminal justice functions. The curriculum provides essential knowledge of criminal justice agencies' functions, prevalent problems as well as the organizational, legal and social context in which they operate. Courses



may be used for recertification credit with the South Carolina Criminal Justice Academy.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Early Care and Education

About the Career

Early childhood professionals enjoy rewarding careers in a variety of educational environments. Early childhood professionals are prepared for employment in a number of settings including: childcare and Head Start, public and private childcare centers, afterschool programs and special needs classrooms. Early childhood professionals work together with families to create and provide nurturing environments where children thrive.

Recent research and interest in the importance of brain development during the infant and toddler years has led to a growing number of new professional opportunities. Additionally, new state standards and guidelines recognize the need for appropriate care and educational experiences for preschool children. For these reasons and others, employment opportunities in early childhood care and education are expected to remain plentiful. The T.E.A.C.H. South Carolina Scholarship program may be available for students already employed.

About the Programs

Early Care and Education Associate Degree

The Associate Degree in Early Care and Education program prepares graduates for employment in a variety of educational and care programs for infants through school-age children. Students who complete the Associate Degree in Early Care and Education program are prepared for positions in Head Start, Early Head Start, childcare, after-school care, or as assistants in preschools, kindergartens or special needs classrooms.

While the program does not lead to teacher licensure, transfer opportunities

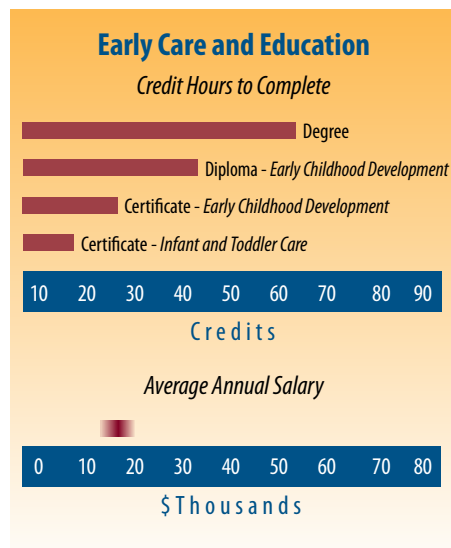
to several senior institutions are available. The Associate Degree in Applied Science with a Major in Early Care and Education is accredited by the National Association for the Education of Young Children (NAEYC).

Early Childhood Development Diploma

The Diploma in Early Childhood Development program prepares graduates for employment in educational and childcare facilities serving children from birth to age eight. Program graduates may qualify for positions including child development assistant, early childhood/childcare teacher and special needs assistant. All courses in the Diploma in Early Childhood Development program can be applied toward the Associate Degree in Early Care and Education program.

Early Childhood Development Certificate

The Early Childhood Development Certificate program prepares graduates for employment in educational programs for children from birth to age eight. Students gain a basic understanding of young children's developmental needs and learn how to create a nurturing preschool or after-school program environment.

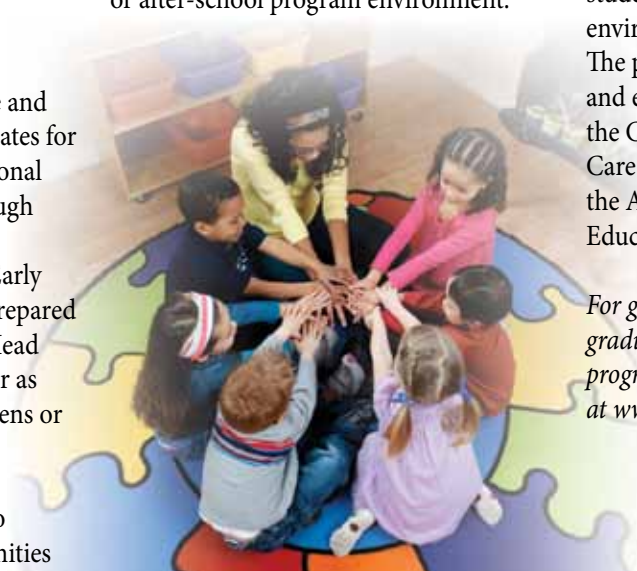


All courses in the Certificate in Early Childhood Development program can be applied toward the Associate Degree in Early Care and Education program. The Certificate in Early Childhood Development also allows an associate degree student to specialize in the care of preschool children.

Infant and Toddler Care Certificate

The Certificate in Infant and Toddler Care program prepares graduates for meeting the specialized needs of children under the age of three. In addition to gaining a basic understanding of young children's developmental and care needs, students will learn how to create nurturing environments for infants and toddlers. The program also addresses special needs and early intervention. All courses in the Certificate in Infant and Toddler Care program can be applied toward the Associate Degree in Early Care and Education program.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Human Services

About the Career

Human service assistants help social workers, healthcare workers and other professionals provide services to clients to improve their quality of life.

The generic term “human service assistant” covers an array of job titles within the field. Positions stem from the areas of human services, case

management, social work, community support, mental health, community outreach, social services, youth, client advocacy and other methods of lending assistance. An assistant often works closely with other professionals from fields including psychiatry, psychology and social work. While actual working conditions vary greatly, some assistants work in offices, clinics or hospitals, while others work in group homes, shelters or day programs.

Employment prospects for human services professionals are promising. Many positions require standard work hours of 8am-5pm, but hours vary from business to business. South Carolina growth trends indicate that programs and services for the elderly, disabled and families in crisis will expand, offering a range of employment opportunities in the human services field.

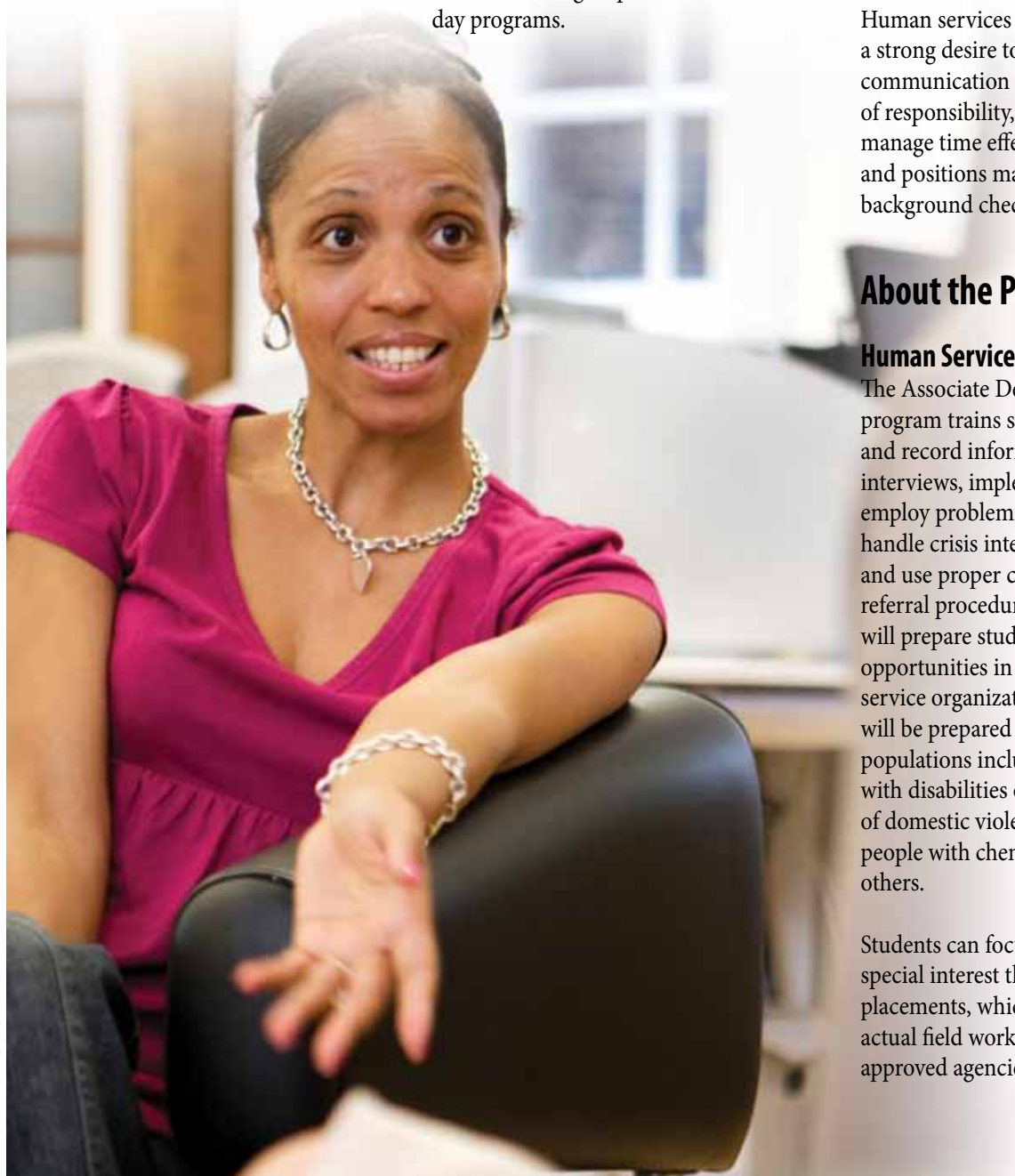
Human services workers ideally have a strong desire to help others, effective communication skills, a strong sense of responsibility, and the ability to manage time effectively. Some employers and positions may require a criminal background check.

About the Programs

Human Services Associate Degree

The Associate Degree in Human Services program trains students to observe clients and record information, conduct client interviews, implement treatment plans, employ problem-solving techniques, handle crisis intervention matters and use proper case management and referral procedures. Topics of study will prepare students for employment opportunities in federal, state and local service organizations. Program graduates will be prepared to assist a number of populations including the elderly, people with disabilities or mental illness, victims of domestic violence, the homeless, people with chemical dependencies and others.

Students can focus studies to an area of special interest through electives and field placements, which are opportunities for actual field work experience at various approved agencies in the local area.



Human Services Certificate

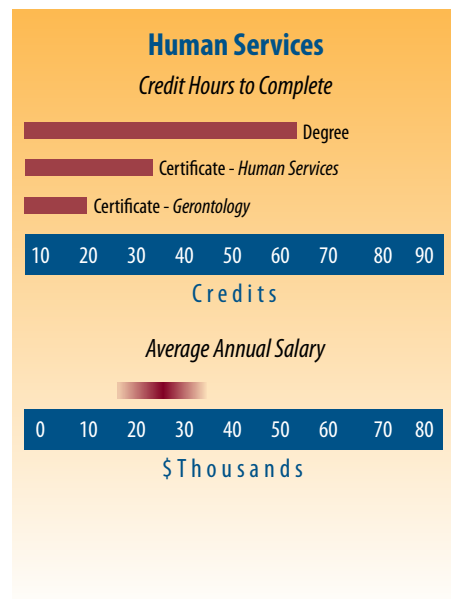
The Certificate in Human Services program prepares graduates to become service providers in a variety of human services, particularly in the fields of health, wellness and recovery. This program teaches students the skills that can affect positive impact on clients' lives in a wide range of settings. The curriculum exposes students to intervention techniques appropriate for both individuals and groups. The program includes a semester of field placement at a human service agency in the area.

Gerontology Certificate

The Certificate in Gerontology program provides students with skills and

experience tailored toward meeting the multidisciplinary needs of older adults. The program is ideal for professionals already working with older adults or those who wish to pursue a career in the field. Students will learn about the social, physical and emotional issues facing older individuals and learn how to make a positive impact on the quality of living of older adults.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Paralegal

About the Career

A legal assistant or paralegal is a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

A paralegal is expected to perform work requiring recognition, evaluation, organization, analysis and communication of relevant facts and legal concepts in a broad range of settings. While paralegals are found in all types of organizations, law firms, corporate legal departments and government offices employ many paralegals and legal assistants. Paralegals

can work in many different areas of the law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law and real estate.

While a paralegal is not an attorney and is specifically prohibited from practicing law, giving legal advice or representing clients in a court of law, they are an integral part of a legal services team whose responsibility (and compensation) will increase with education, training, and experience. Most paralegals work in corporate office environments with standard 40 hour work weeks, however, some positions may require overtime especially if the firm or organization is under pressure to meet a deadline.

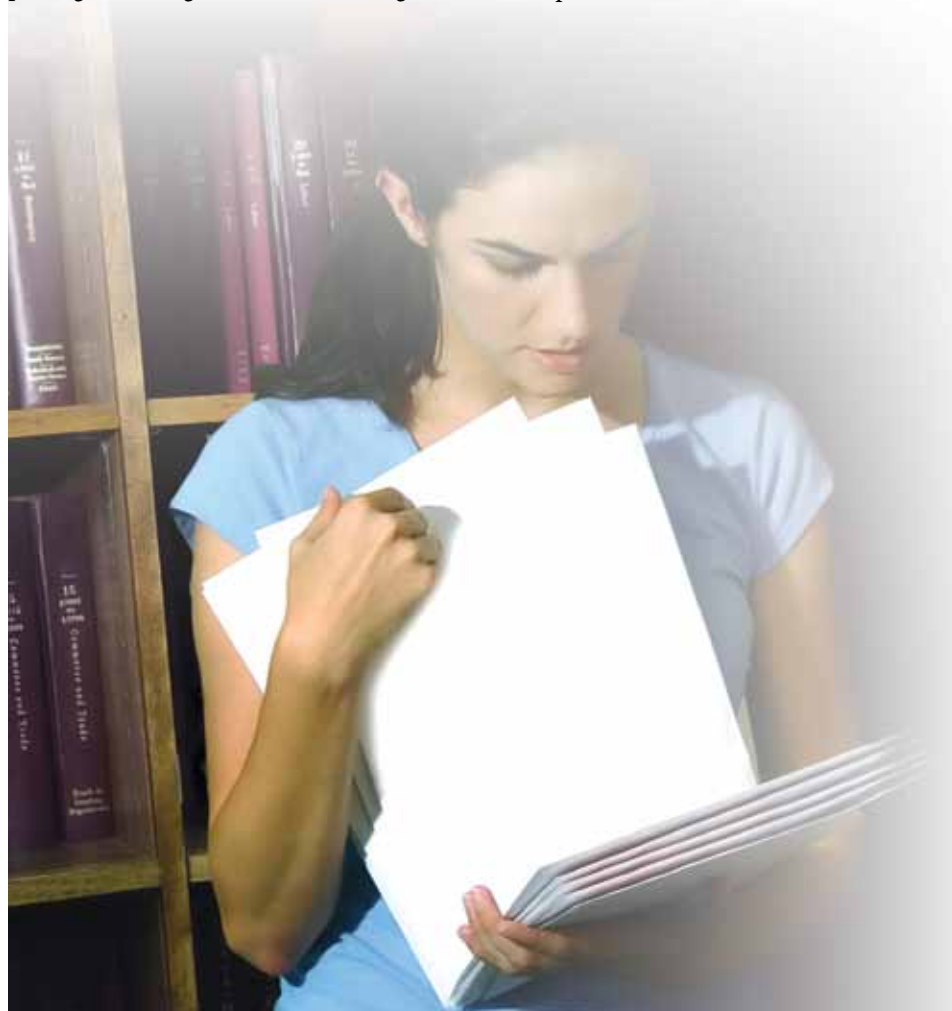
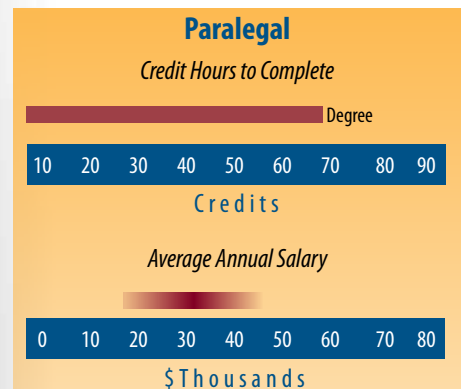
About the Program

Paralegal Associate Degree

The Associate Degree in Paralegal program is a concentrated study that includes core knowledge as well as specific legal concepts such as civil litigation, real estate, family law and workers compensation. Students will learn oral and written communications, computer skills, plus knowledge of humanities and social sciences. In addition to learning roles and functions of law personnel, students will gain an understanding of the court system and the process of civil and criminal litigation.

The Associate Degree in Paralegal program is approved by the American Bar Association (ABA) as having met all curriculum requirements necessary for training qualified paralegals.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm





Environmental and Natural Resources Careers

▶ Environmental Engineering Technology

Environmental Engineering Technology *Associate Degree*

Environmental, Health and Safety *Certificate*

▶ Water Operator & Wastewater Operator

Water Operator *Certificate*

Wastewater Operator *Certificate*

▶ Natural Resources Management

Natural Resources Management *Associate Degree*

Environmental Engineering Technology

About the Career

Environmental technicians apply principles of environmental engineering to modify, test and operate equipment and devices used in the prevention, control, and remediation of environmental problems, including waste treatment and site remediation, under the direction of engineering staff or scientists.

Career opportunities in this field can include safety manager, treatment facility operator, engineering technician, laboratory technician and environmental quality technician. Employment

opportunities also exist with landowners; local, state and federal agencies; and, private industry engaged in the development and stewardship of natural resources.

Because technicians are often part of a team, good communication skills and the ability to work well with others are important traits. Many technicians perform duties under the close supervision of an experienced technician. Those who perform well often receive more difficult assignments and some progress to supervisory roles.

About the Programs

Environmental Engineering Technology Associate Degree

The Associate Degree in Environmental Engineering Technology program explores the relationship between mankind and the environment in which we live. Students will examine the effects of pollution and strategies to minimize or prevent waste to reduce man's impact on the environment.

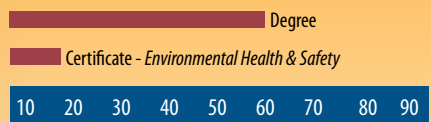
Environmental, Health and Safety Certificate

The Certificate in Environmental, Health and Safety program prepares students for technician careers in fields such as industrial hygiene, industrial safety and health, toxicology, risk management, public health, regulatory compliance and occupational health. All courses in the Certificate in Environmental, Health and Safety program can be applied toward the Associate Degree in Environmental Engineering Technology program.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

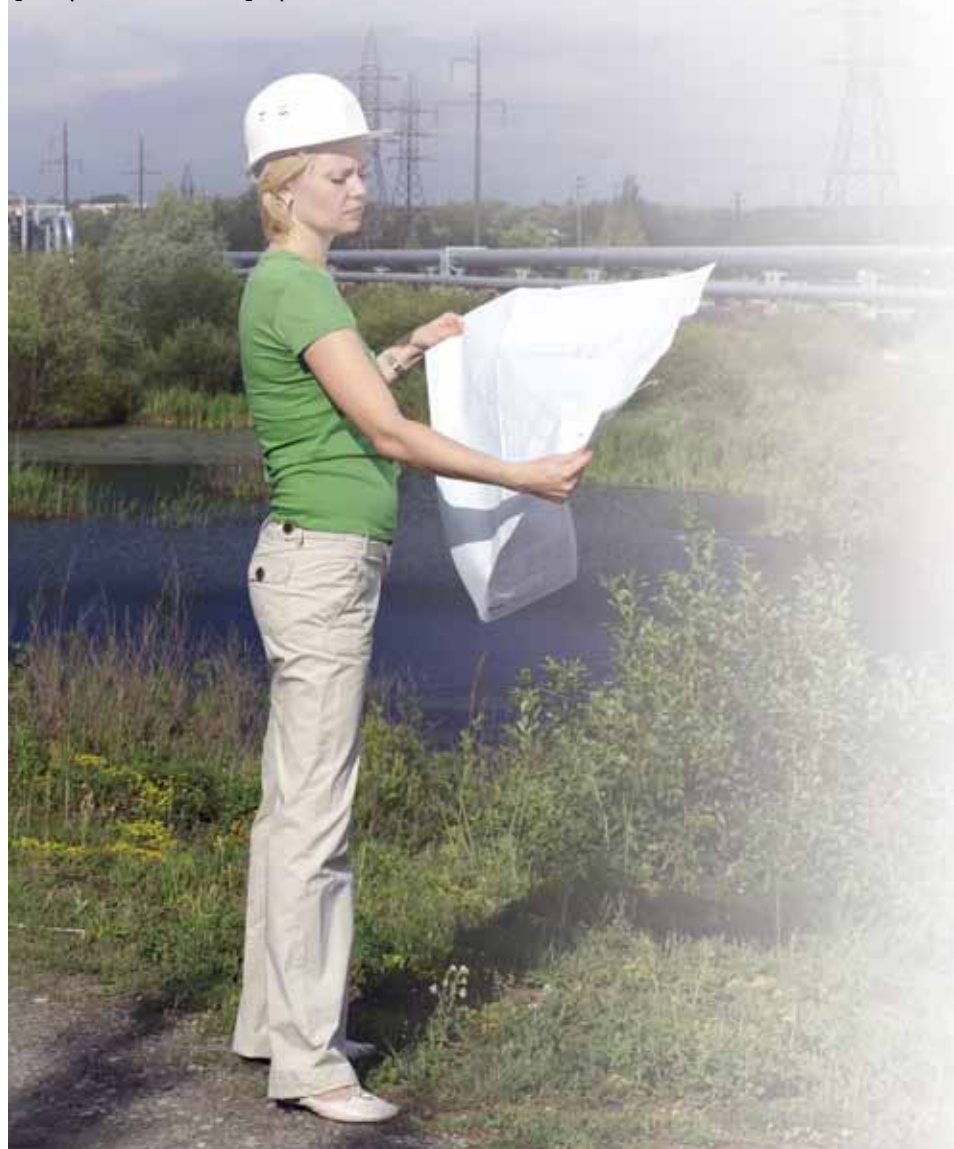
Environmental Engineering Technology

Credit Hours to Complete



Credits

Average Annual Salary



Water Operator & Wastewater Operator

About the Career

There is a workforce dedicated to providing ready access to natural resources and ensuring mankind's domestic and industrial waste or pollutants do not harm our natural environment.

Water treatment plant operators run equipment, control processes and monitor the resulting water to ensure it's safe to drink. Liquid waste treatment plant operators do similar work to ensure water is safe for release back into their environment.

About the Programs

Course work for the Water Operator and Wastewater Operator Certificate programs can be applied toward the Associate Degree in Environmental Engineering Technology program.

Water Operator Certificate

The Certificate in Water Operator program assists students pursuing South Carolina Department of Health and Environmental Control's (SCDHEC) Water Treatment and Distribution License. This license, awarded by the SC Environmental Certification Board, is required to progress in the field. The Certificate in Water Operator program is approved by the South Carolina Department of Labor Licensing & Regulation and counts as one year of work experience toward an operator license, after completion of the trainee year and successfully passing the State Certification Exam.

Wastewater Operator Certificate

The Certificate in Wastewater Operator program assists students pursuing licensing in physical, chemical or biological wastewater treatment from South Carolina Department of Health and Environmental Control (SCDHEC).

This license is required to progress in the field. The Certificate in Wastewater Operator program is approved by the South Carolina Department of Labor, Licensing & Regulation and counts as one year of work experience toward an operator license, after completion of the trainee year and successfully passing the State Certification Exam.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

Water Operator & Wastewater Operator

Credit Hours to Complete

■ Certificate - Water Operator
■ Certificate - Wastewater Operator

10 20 30 40 50 60 70 80 90

Credits

Average Annual Salary

0 10 20 30 40 50 60 70 80

\$ Thousands



Natural Resources Management

About the Career

Natural Resource Technicians provide technical assistance regarding the management, utilization, and conservation of soil, water, forests, or related natural resources. Career opportunities exist with landowners; local, state, and federal agencies; and private industry engaged in the development and wise stewardship of natural resources.

About the Program

Natural Resources Management Associate Degree

The Natural Resources Management Associate Degree in Applied Science program is designed to prepare students for a career in an exciting and expanding field. Success in this field requires the technician to have a broad background in

the biological and agricultural sciences. This is achieved through a balance between classroom and outdoor learning activities. Graduates are trained in the proper use, development, conservation, and management of wildlife, wetlands and woodlands. Emphasis is placed on maintaining good wildlife habitat.

Most classes are conducted at the Natural Resources Management Center, a 105-acre outdoor laboratory which includes agricultural fields, wooded and natural areas, and ponds, all of which are used for instructional purposes. Some courses required to complete this program are offered only during the day.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

Natural Resources Management

Credit Hours to Complete



Average Annual Salary





Health Sciences Careers

▶ **Emergency Medical Technician**

Emergency Medical Technician *Certificate*

▶ **Massage Therapy**

Massage Therapy *Certificate*

▶ **Medical Assisting**

Medical Assisting *Diploma*

▶ **Medical Record Coding**

Medical Record Coding *Certificate*

▶ **Nursing**

Nursing *Associate Degree*

Practical Nursing *Diploma*

▶ **Pharmacy Technician**

Pharmacy Technician *Certificate*

▶ **Phlebotomy**

Phlebotomy *Certificate*

▶ **Surgical Technology**

Surgical Technology *Diploma*

Emergency Medical Technician

About the Career

An emergency medical technician (EMT) stabilizes and cares for patients at the scene of an accident or injury and while transporting patients by ambulance to the hospital.

The healthcare industry collectively assesses, treats and administers care for millions of people of all ages. It's a growing field that offers many opportunities for employment in direct patient care as well as allied health professionals who assist clinical caregivers.

The working environments of health professionals vary widely. Some employees work standard hours while others work part time. The career outlook is very good with job openings expected due to growth and workforce retirement.

About the Program

Emergency Medical Technician Certificate

The Certificate in Emergency Medical Technician program teaches students to respond to emergencies and provide basic emergency care including patient assessment, airway management, oxygen administration and splinting and bandaging injuries. Students successfully completing the program are eligible to take the National Registry Exam.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

Emergency Medical Technician

Credit Hours to Complete

■ Certificate - Emergency Medical Technician

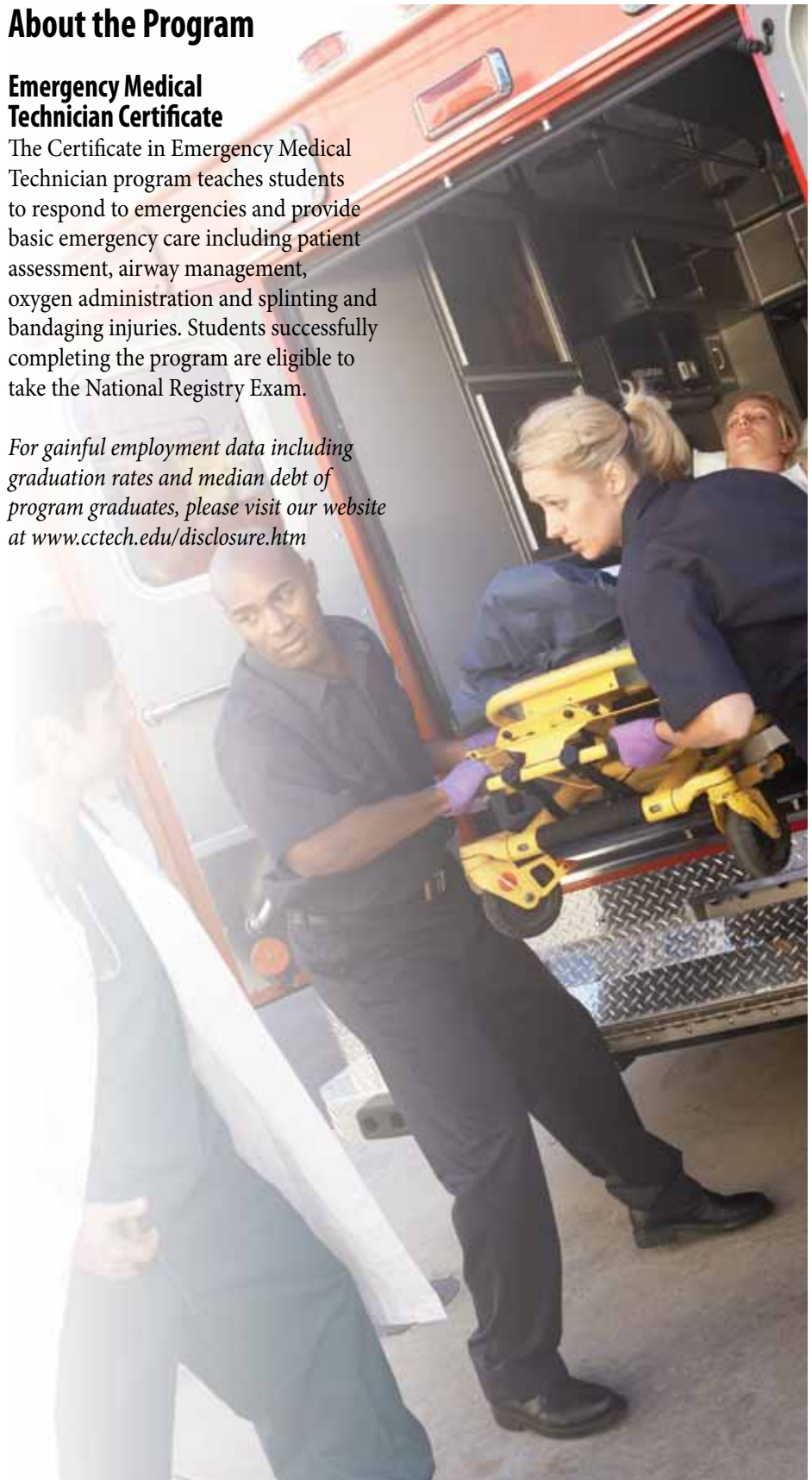


Credits

Average Annual Salary



\$ Thousands



Massage Therapy

About the Career

Massage therapists are allied health professionals who provide therapeutic massage services within settings such as spas, healthcare and rehabilitation facilities, hotels and cruise ships. Many massage therapists are independent business owners. Massage therapists are in high demand in health care and the hospitality industry.

The healthcare industry collectively assesses, treats and administers care for millions of people of all ages. It's a growing field that offers many opportunities for employment in direct patient care as well as allied health professionals who assist clinical caregivers.

About the Program

Massage Therapy Certificate

The Certificate in Massage Therapy program prepares graduates for work in direct client care settings. Students learn manipulation or massage of the body's soft tissue structures to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness. The curriculum provides classroom instruction, and hands-on experience in both laboratory and clinical settings.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

Massage Therapy

Credit Hours to Complete



Average Annual Salary



Medical Assisting

About the Career

The healthcare industry collectively assesses, treats and administers care for millions of people of all ages. It's a growing field that offers many opportunities for employment in direct patient care as well as allied health professionals who assist clinical caregivers.

Medical assistants are individuals who assist with administrative and clinical duties of healthcare professionals in physician's offices, clinics, hospitals, nursing homes and laboratories. They work directly under the supervision of a licensed physician.

The working environments of health professionals vary widely. Some employees work standard hours while others work part time. The career outlook is very good with job openings expected due to growth and workforce retirement.

About the Program

Medical Assisting Diploma

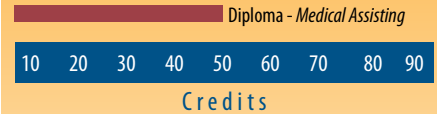
The Diploma in Medical Assisting program prepares graduates with the knowledge and skills to function in an ambulatory medical facility. Upon successful completion of the program,

the graduate is eligible to take the Certification Examination as a Registered Medical Assistant-RMA (American Medical Technologists) and/or as a Certified Medical Assistant-CMA/AAMA (American Association of Medical Assistants). The program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

Medical Assisting

Credit Hours to Complete



Average Annual Salary



Medical Record Coding

About the Career

The healthcare industry collectively assesses, treats and administers care for millions of people of all ages. It's a growing field that offers many opportunities for employment in direct patient care as well as allied health professionals who assist clinical caregivers.

Medical record coders are health information professionals who focus on medical record management with an emphasis on procedural and diagnostic coding for reimbursement of professional services performed in healthcare facilities. They are in demand in many healthcare environments including physician offices, clinics, hospitals, skilled nursing facilities and home health agencies.

The working environments of health professionals vary widely. Some employees work standard hours while

others work part time or even from home. The career outlook is very good with job openings expected due to growth and workforce retirement.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

About the Program

Medical Record Coding Certificate

The Certificate in Medical Record Coding program trains health information professionals on detailed medical record management including procedural and diagnostic coding for reimbursement. Students learn medical terminology, human disease process, pharmacology, medical billing, procedural and diagnostic coding and medical records regulations. Upon successful completion of the program, the student may be eligible to take the certification examinations administered by the American Health Information Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

Medical Record Coding

Credit Hours to Complete



Credits

Average Annual Salary



\$ Thousands



Nursing

About the Career

Nursing is currently the largest career field in the healthcare industry. It is a growing field that offers many opportunities for employment and professional growth.

Registered nurses (RNs) provide direct patient care and function in a variety of roles such as provider of care, manager of care, teacher, patient advocate, and member within the discipline of nursing. RNs can also specialize in one or more patient care specialties.

Licensed practical nurses (LPNs) provide basic nursing care under the supervision of licensed RNs or physicians in structured healthcare settings such as hospitals, long-term care facilities, clinics and medical offices.

Nurses usually work 8 or 12-hour shifts, but employment hours can vary and include days, nights, weekends or holidays. The career outlook is very good with job openings expected due to growth and workforce retirement.

About the Programs

Nursing Associate Degree

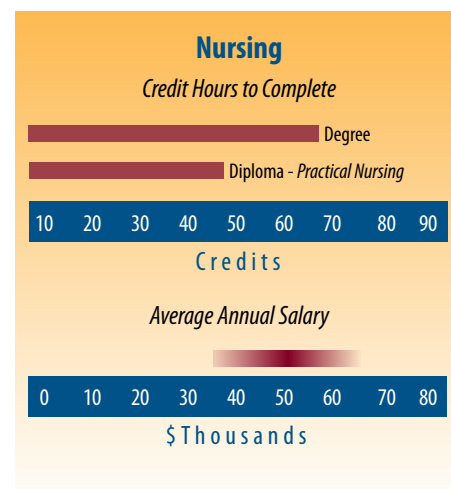
The Associate Degree in Nursing (ADN) program prepares graduates for careers as technical nurses in acute care, long-term care or home health settings. Students receive clinical and laboratory experiences which complement classroom learning and enhance skills in applying principle and associated technology. Due to limited enrollment, there is a competitive application process for acceptance into the Associate Degree in Nursing program. The program prepares graduates to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and is approved by the South Carolina Department of

Labor, Licensing & Regulation Board of Nursing. The program is accredited by the National League for Nursing Accrediting Commission (NLNAC).

Practical Nursing Diploma

The Diploma in Practical Nursing (PN) program provides a solid educational background to those interested in providing direct patient care. Licensed practical nurses utilize the nursing process to collect patient data, provide direct patient care, and assist in planning and evaluating the delivery of care. The program prepares graduates to take the National Council Licensing Examination for Practical Nurses (NLCEX-PN) and is approved by the South Carolina Department of Labor, Licensing & Regulation Board of Nursing. The program is accredited by the National League for Nursing Accrediting Commission (NLNAC).

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Pharmacy Technician

About the Career

Healthcare is a growing field that offers many opportunities for employment in direct or indirect care to patient care. Pharmacy technicians are allied health professionals who assist and support licensed pharmacists in providing both indirect and direct services to patients. Pharmacy technicians assist in the preparation, processing and dispensing of medications, in the control of medication inventory, and in the provision of medication services to patients and pharmacy customers.

Pharmacy technicians work in various healthcare settings including hospital, community, retail and specialized pharmacy practices. Under the direction of a pharmacist, the pharmacy technician works in compliance with local, state and federal law to provide optimal pharmaceutical care for the patients they serve.

The career outlook is very good with job openings expected due to growth and workforce retirement.

employment in a modern pharmacy. Students gain a broad knowledge of the actions and uses of drugs, pharmacology, calculating dosages and proper preparation of medications for dispensing. The curriculum includes classroom instruction, coordinating texts, laboratory activities and actual clinical experience. Students also learn how to use pharmacy computer programs and equipment.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

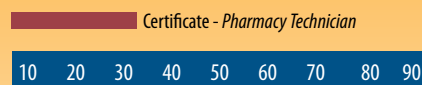
About the Program

Pharmacy Technician Certificate

The Certificate in Pharmacy Technician program prepares individuals with the knowledge and skills required for

Pharmacy Technician

Credit Hours to Complete

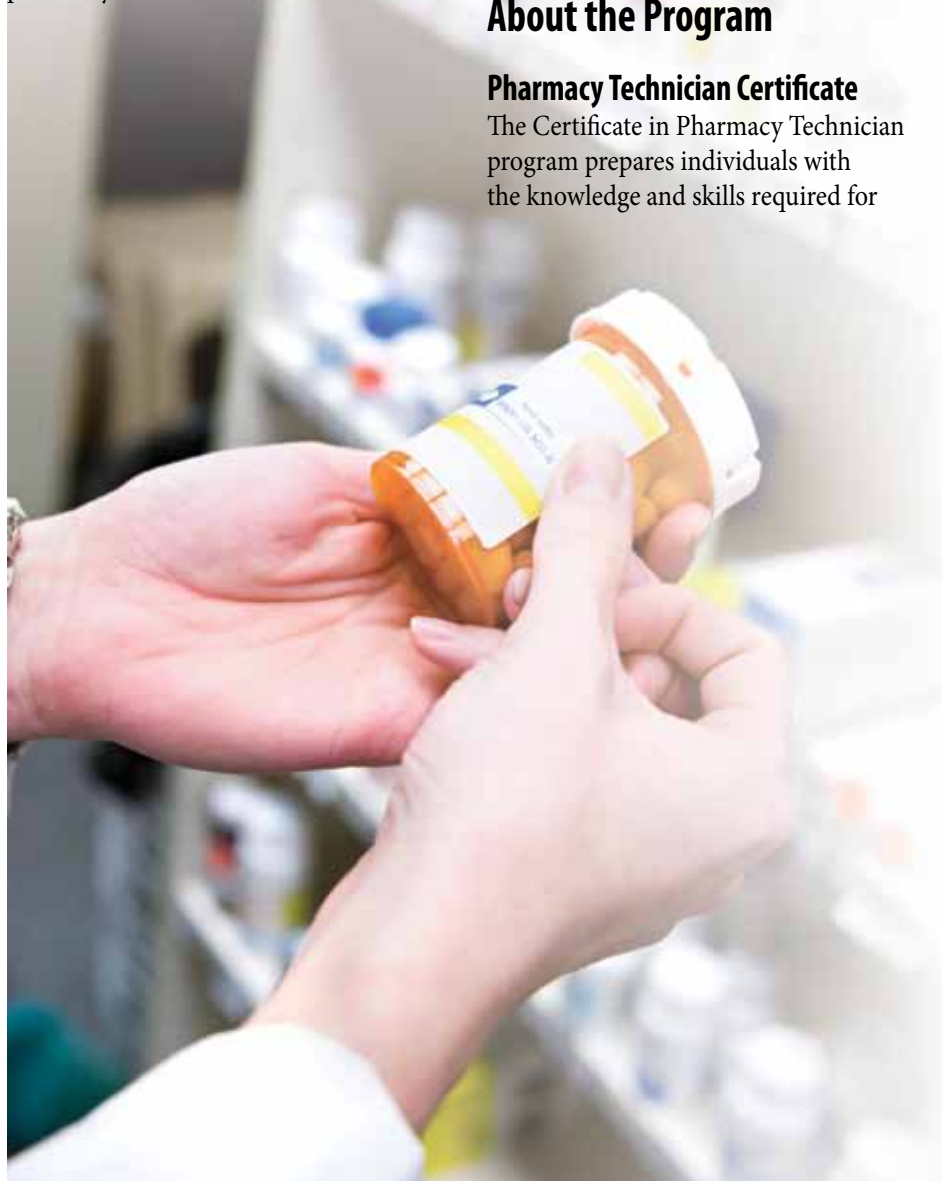


Credits

Average Annual Salary



\$ Thousands



Phlebotomy

About the Career

Phlebotomy technicians primarily collect and prepare bodily fluid samples for laboratory testing. They are often employed in hospital and clinic settings, but can also work in nursing homes, private home care, the insurance industry, or research institutes.

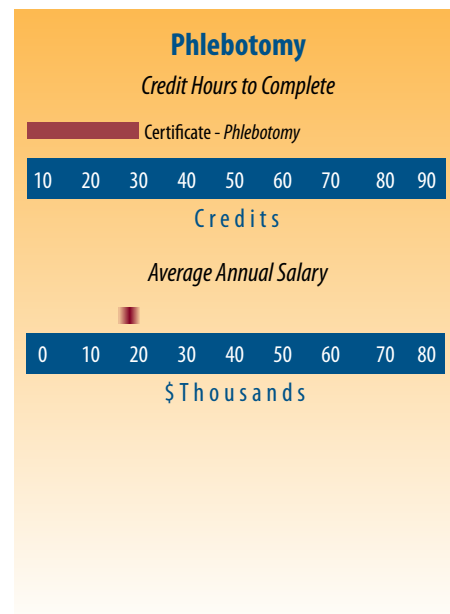
The healthcare industry collectively assesses, treats and administers care for millions of people of all ages. It's a growing field that offers many opportunities for employment in direct patient care as well as allied health professionals who assist clinical caregivers. The working environments of health professionals vary widely. Some employees work standard hours while others work part time. The career outlook is very good with job openings expected due to growth and workforce retirement.

About the Program

Phlebotomy Certificate

The Certificate in Phlebotomy program prepares individuals for employment in hospitals, clinics and other healthcare settings as phlebotomy technicians. After completion of the program and venipuncture requirements, graduates may be eligible to take the following credentialing examinations: Certification of Phlebotomy Technician - PBT (American Society for Clinical Pathology) examination and/or Registered Phlebotomy Technician - RPT (American Medical Technologists).

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Surgical Technology

About the Career

Surgical technologists are allied health professionals who work closely with surgeons and other operating room personnel.

The healthcare industry collectively assesses, treats and administers care for millions of people of all ages. It's a growing field that offers many opportunities for employment in direct patient care as well as allied health professionals who assist clinical caregivers.

The working environments of health professionals vary widely. Some employees work standard hours while others work part time. The career outlook is very good with job openings expected due to growth and workforce retirement.

About the Program

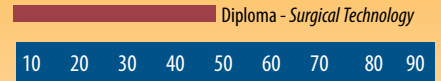
Surgical Technology Diploma

The Diploma in Surgical Technology program prepares students for employment as surgical technologists. Program graduates are prepared to take the National Certification Exam and will be qualified for employment in many aspects of the healthcare industry including operating rooms, emergency rooms, labor and delivery, GI and cardiac catheterization labs, ambulatory surgery centers, sterile supply and other areas. The Diploma in Surgical Technology program is accredited by the Accreditation Review Committee on Education in Surgical Technology.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

Surgical Technology

Credit Hours to Complete



Credits

Average Annual Salary





Industrial & Engineering Technology Careers

▶ **Automotive Technology**

Automotive Technology *Certificate*

Automotive Diagnostic Technology *Certificate*

▶ **Engineering Graphics Technology**

Engineering Graphics Technology *Associate Degree*

▶ **HVAC/R Technology**

Basic Air Conditioning and Heating *Certificate*

Advanced Air Conditioning and Heating *Certificate*

▶ **Machining and CNC Technology**

Basic Machining and CNC Fundamentals *Certificate*

▶ **Mechatronics Technology**

Basic Mechatronics Technology *Certificate*

▶ **Welding Technology**

Welding *Certificate*

Advanced Pipe Welding *Certificate*

Automotive Technology

About the Career

The automotive repair and performance industries are busier than ever. Consumers want more miles and better performance out of their automobiles. In order to provide services for the marketplace demands, dealerships and private automotive shops need a highly skilled professional workforce. Automotive service technicians inspect, maintain, and repair automobiles and light trucks that run on gasoline, electricity, or alternative fuels, such as ethanol. They perform basic care maintenance, such as oil changes and tire rotations, diagnose more complex problems, and plan and execute vehicle repairs. Job opportunities in Automotive Technology include apprentice technician, auto technician, parts specialist, specialty technician, service manager, electrical systems repair, heating and air conditioning repair, and engine performance. Job placement opportunities are excellent.

About the Programs

Instruction in the Automotive and Diagnostic Technology Certificate Programs is designed to provide technology specific training in a combination of classroom and lab

settings to prepare students for jobs in the field. Students may begin the certificate programs at the beginning of any semester. Students who successfully complete each semester will receive a certificate for the area of study. The programs teach technical abilities as well as professionalism in the workplace.

Automotive Technology Certificate

The Certificate in Automotive Technology program provides technology specific training in both classroom and lab settings. Students will learn technical skills and workplace professionalism to prepare for entry-level jobs in automotive engine repair; drive train repair; and diagnosis of brake, suspension and steering systems.

Automotive Diagnostic Technology Certificate

The Certificate in Automotive Diagnostic Technology program uses classroom and lab settings to train students for entry-level automotive jobs. Students learn automotive electrical systems repair, heating and air conditioning repair, and engine performance to prepare for careers as apprentice technicians, auto technicians and specialty technicians.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Automotive Technology

Credit Hours to Complete

Certificate - Automotive Diagnostic Technology

Certificate - Automotive Technology

10 20 30 40 50 60 70 80 90

Credits

Average Annual Salary

0 10 20 30 40 50 60 70 80

\$ Thousands

Engineering Graphics Technology

About the Career

Engineering Graphics is the art and science of creating technical drawings and plans for buildings, bridges, highways, and machinery. Engineering Graphics Technicians are the drafters of the twenty-first century. The tools are computers and sophisticated, highly specialized software.

Employment is found in all types of industries, governmental agencies, and architectural and engineering firms. Engineering Graphics graduates enter the workplace with skills for success. Excellent employment opportunities are available for graduates, including positions as engineering technicians, drafters and CAD technicians.

About the Program

Engineering Graphics Technology Associate Degree

The Associate Degree in Engineering Graphics Technology program teaches students the skills to compete in the rapidly changing field of engineering graphics technology. Students learn to use computer-aided drafting (CAD) technology to create technical drawings and 3D computer models as they are applied in industrial, manufacturing, engineering and architectural settings.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

Engineering Graphics Technology

Credit Hours to Complete



Average Annual Salary



HVAC/R Technology

About the Career

Heating and air conditioning is rapidly becoming one of the country's largest industries. Already, air conditioning is a must for homes, offices, hotels, hospitals, theaters, and industrial plants. New applications of air conditioning, heating, and refrigeration theory are announced daily. Job opportunities in heating, ventilation, air conditioning, and refrigeration include sales, installation, service technician, maintenance and repair, and operations.

About the Programs

Basic Air Conditioning and Heating Certificate

The Certificate in Basic Air Conditioning and Heating program prepares graduates

for careers in the heating, ventilation, air conditioning and refrigeration field. Instruction includes both theory and practical work in refrigeration and air conditioning principles, calculations, the study of electrical machinery and various related service courses, including domestic refrigeration and refrigeration piping installation.

Advanced Air Conditioning and Heating Certificate

Graduates of the Certificate in Basic Air Conditioning and Heating program may enroll in the Certificate in Advanced Air Conditioning and Heating program to further develop their skills. The program includes both theory and practical work in commercial refrigeration and air conditioning principles, calculations, the study of electrical components and programmable controls.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

HVAC/R Technology

Credit Hours to Complete



Credits

Average Annual Salary



\$ Thousands



Machining and CNC Technology

About the Career

Because of the fast-growing nature of industrial technology, those who have developed skills in machining and CNC operations are always in demand. Machine operators and machinists usually enjoy job security as well as good wages. Career opportunities for Basic Machining and CNC Technology are excellent, including the following types of positions: machine shop apprentice, tool room machinist apprentice, maintenance machinist, production machine operator, machinery sales and service, and CNC operator.

About the Program

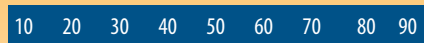
Basic Machining and CNC Fundamentals Certificate

The Certificate in Basic Machining and CNC Fundamentals program teaches blueprint reading, measurement, hand tool use and machine tool operations. Students learn to cut, drill and shape metal into useful components. The program also features training in machine tool and basic computer numerical control (CNC). The Certificate in Basic Machining and CNC Fundamentals program is accredited by the National Institute for Metalworking Skills (NIMS). Students may earn credentials through NIMS while enrolled in the program.

Basic Machining and CNC Technology

Credit Hours to Complete

Certificate - Basic Machining & CNC Fundamentals



Credits

Average Annual Salary



\$ Thousands

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Mechatronics Technology

About the Career

Mechatronics is a synergy of several disciplines. It relates to the design, manufacture and maintenance of intelligent electromechanical products and devices. Products that are produced by using Mechatronics principles have become an intimate part of human lives in modern industry as well as a key contributor to the United States competitiveness in the global marketplace. Demand for technicians with superior knowledge and experience in Mechatronics has drastically increased in the last decade and has become a requirement for the future. Excellent employment opportunities are available for graduates, including positions as maintenance technicians, maintenance mechanics, and electrical technicians.

About the Programs

Basic Mechatronics Technology Certificate

The Certificate in Basic Mechatronics Technology program provides graduates with the skills and knowledge to perform basic maintenance and repair of industrial equipment containing both mechanical and electrical components.

Advanced Mechatronics Technology Certificate

Graduates of the Certificate in Basic Mechatronics Technology program may enroll in the Certificate in Advanced Mechatronics Technology program to further develop their skills. The program provides graduates with the skills and knowledge to perform technical troubleshooting of industrial equipment containing mechanical, electrical and electronic components.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm

Mechatronics Technology

Credit Hours to Complete



Credits

Average Annual Salary



\$ Thousands



Welding Technology

About the Career

Welding Technology is a skill that has built this country into what it is today. Welders are skilled technicians that fabricate many of the products we use each day. The growth demand for skilled welders with formal training is at an all-time high. Welding opportunities can be found in traditional manufacturing environments as well as fabrication,

construction, and equipment repair industries. Welding is a career that can offer financial security for those with the skills and knowledge. Employment opportunities for Welding Technology graduates are numerous and include erection welders, shipyard welders, welding shop fabrication, maintenance welders, construction welders, and structural steel welders.

About the Programs

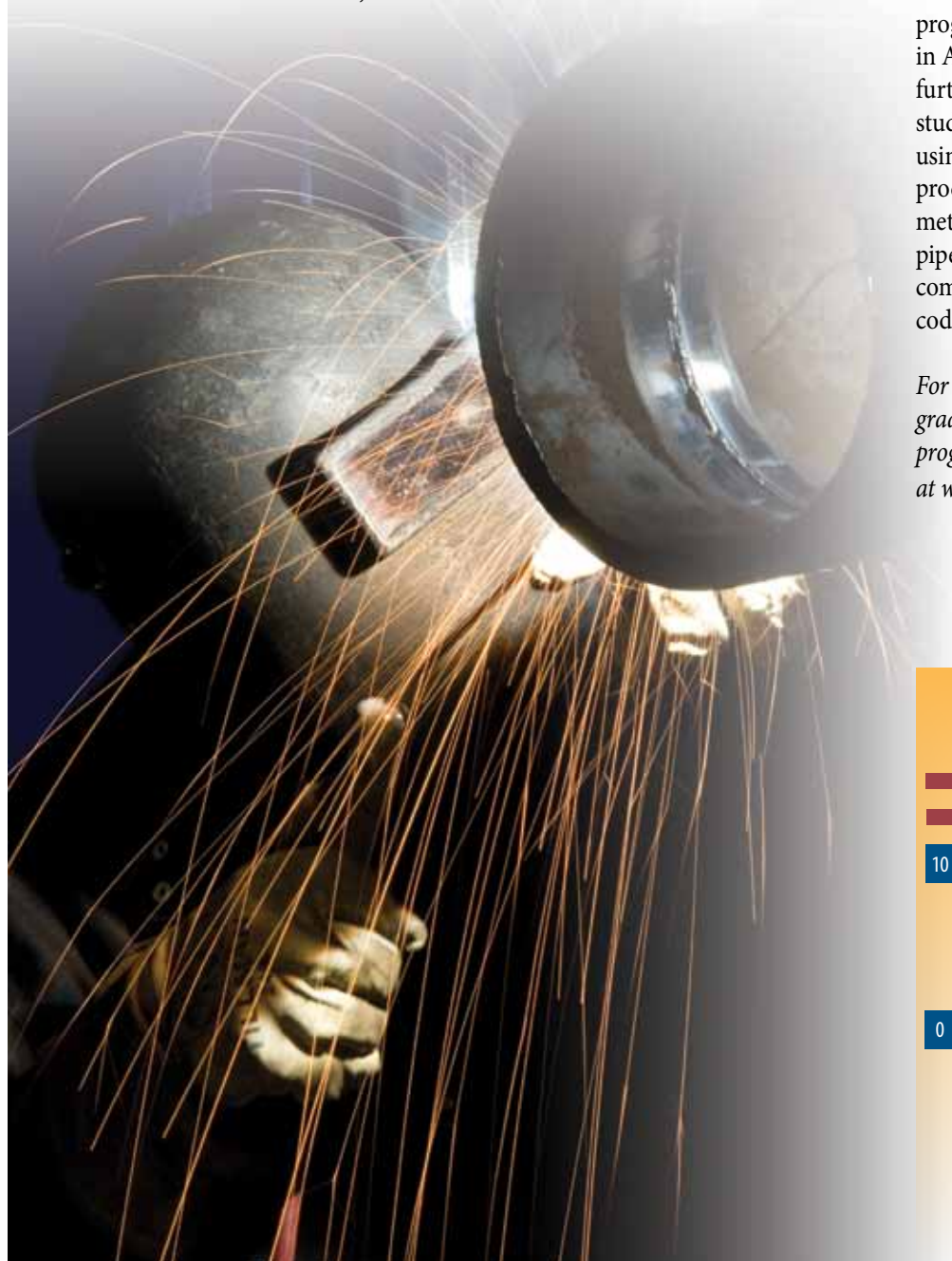
Welding Certificate

The Certificate in Welding program provides a thorough knowledge of the techniques of SMAW, GTAW, GMAW, FCAW, oxyacetylene cutting and plasma cutting.

Advanced Pipe Welding Certificate

Graduates of the Certificate in Welding program may enroll in the Certificate in Advanced Pipe Welding program to further develop their skills. Successful students will be able to pass welding tests using the shielded metal arc welding process, gas tungsten arc pipe welds, gas metal arc pipe welds and combination pipe welds utilizing different processes to complete required welds as per required code.

For gainful employment data including graduation rates and median debt of program graduates, please visit our website at www.cctech.edu/disclosure.htm



Welding Technology

Credit Hours to Complete



10 20 30 40 50 60 70 80 90

Credits

Average Annual Salary

0 10 20 30 40 50 60 70 80

\$Thousands

